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AEO/OL pm

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Never look  
up to see  
a pigeon.



ACTION: \_\_\_\_\_

DUE DATE: \_\_\_\_\_

INFO: dimss

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28 February 1984

## MEMORANDUM FOR THE RECORD

SUBJECT: Office of Logistics' First Quarterly Review

1. The Office of Logistics' first quarterly review for FY 1984 was held on 2 February 1984. The Office Director opened the session and commented on the large number of Directorate-level objectives in the office. Mr. King said that certain timely topics would be selected for each quarterly review.

2. [ ] gave the first presentation on the "Quality of Life" program. He reviewed the activities underway in this important program, including:

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- . improving the decor in the cafeterias
- . new lockers, mirrors, and physical fitness equipment in the gym
- . furniture, carpets, and wallpaper for the OMS areas
- . improvements in the women's lounges
- . plans for permanent repairs to the tunnel entrance
- . general appearance--painting and lights
- . benches for the grounds
- . canopies for the Southeast and Northwest entrances.

[ ] also displayed a sample of the material which has been selected for the new running track in the gym.

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3. The next topic, "Personnel Exchange Program with OF and NSA," was presented by [ ]. The exchange program with NSA began 9 January 1984. The participating officers closely parallel each other in terms of education and experience. While there were start-up problems, the exchange appears to be working productively. An exchange with the Office of Finance is also underway and in a related program, a careerist from the Office of Communications (OC) will be named Deputy Chief of [ ]. This assignment will also involve a joint study of how Logistics could provide better support to OC.

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4. [ ] gave the next presentation on the recently acquired office space at [ ]. The space has been surveyed and [ ] demonstrated an electronic distance measuring device which was used in the survey. He said Logistics is working closely with OC to determine their space requirements. The space will be available early in October.

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5. The next topic, "Establish Overseas Personal Computer Capability." was presented by [ ]. He discussed the Agency Standard Automated Property System (ASAPS) which will provide data management tools for logistics officers overseas. The basic form of ASAPS provides an inventory control system. ASAPS is being developed on an IBM personal computer using the CONDOR data base management system. There are some security concerns (e.g., storage of hard disks) which are being addressed. ASAPS is nearing completion and will be installed in a field location.

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6. The final presentation on a very timely topic was given by [ ] on, "Resolve Issues of Agency Takeover of Maintenance and Operation (M&O) of Headquarters Building." [ ] reviewed the status of the Memorandum of Understanding (MOU) with the General Services Administration (GSA). Plans have been made to meet with GSA management before GSA employees are notified of the final decision. Interim plans are also being made for maintenance and operations services when the Agency takes over.

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7. The meeting closed with thanks for an informative session. The agenda and objective statements are attached.

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Attachment

DDA/MS: [ ] (8Feb84)

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Orig - File (w/att)

1 - DDA Chrono (w/o att)

1 - DDA/MS Chrono (w/o att)

1 - D/OL, [ ] (w/o att)

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